STATE OF GEORGIA PROCEDURES FOR DESIGN AND CONSTRUCTION

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Revised as of: May 28, 2002

Section Description

Latest Version/Date

* = currently being revised

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April 2001

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May 2003

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May 2003

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- 4. Applying the Major Factors
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- 6. GSFIC "Project Delivery Option Recommendation Form"

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- b. Timing for Selection of Team Members
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September 2002

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- b. Selection of Commissioning Authority
- c. Contract for services
- d. Suggested specifications

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Design Standards and Guidelines	3.	Design	Standards	and	Guidelines
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a. Roofing Guidelines

b. Telecommunication Guidelines

March 2003

- c. Design Schedule
- d. Design Reviews
- e. Project Cost Estimate and Life Cycle Cost Analysis
- f. Space standards
- g. Materials standards
- h. Applicable codes
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April 2003

- a. Lead Design Professional
 - 1. During programming and predesign
 - 2. During design
 - 3. During construction
 - 4. Post Occupancy
- b. Major consultants (mechanical, electrical, etc.)
 - 1. During programming and predesign
 - 2. During design
 - 3. During construction
 - 4. Post Occupancy
- c. Evaluation of Construction Contractors
 - 1. General Contractor/Construction Manager/DesignBuilder
 - 2. Major Subcontractors
 - 3. Disqualification Procedures

B. Design/Bid/Build Delivery Method

1. Design Phase

a. Selection Procedures for Design Professionals

March 2003

- 1. Legal requirements
- 2. Suggested format for proposals
- Suggested format for advertising
- 4. Suggested format for evaluation

b. Professional Services Contract and Compensation

- 1. Percentage, Lump sum or Not to Exceed
- 2. Compensation Guidelines
- 3. Definition of Basic Services
- 4. Contract for Services

2. Bid Phase

a. Selection Procedures for General Contractors

April 2003

- 1. Introduction and General Information Concerning Construction Bidding
- 2. Steps of the Bid Process
 - a. Step 1- Information Required Prior to Advertisement
 - b. Step 2- Advertisement of Project / Instructions to Bidders
 - c. Step 3- Bid Process / Bid Opening
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- 3. Appendix

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- a. Using the Georgia Procurement Registry
- b. Sample Bid Form
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- a. State Construction Documents
 - 1. General Conditions for projects over \$250,000
 - 2. General Conditions for projects under \$250,000
 - 3. Specimen Supplementary General Conditions
 - a. Prequalification Requirements
- b. Contract Administration
 - 1. Preconstruction Conference
 - a. Attendees
 - b. Specimen Agenda
 - 2. Review of Shop Drawings and Other Submittals
 - 3. Construction Contract Administration
 - 4. Processing Change Orders
 - 5. Processing Pay Requests
 - 6. Dispute Resolution
 - 7. Contract termination
 - 8. Monthly Progress Meetings
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 - 9. Building Acceptance and Occupancy Phase
 - a. Occupancy
 - b. Problems after occupancy
 - c. One Year Follow-up Inspection
 - d. Post occupancy evaluation
 - 10. Contract Closeout
 - a. Partial Occupancy
 - b. Request for Final Inspection
 - c. Final Inspection
 - d. Close Out Documents
 - e. Final Payment

C. Construction Management/General Contractor - Competitive Cost

1. Design Phase

a. Selection Procedures for Design Professionals

April 2003

- 1. Legal requirements
- 2. Suggested format for proposals
- 3. Suggested format for advertising
- 4. Suggested format for evaluation
- b. Professional Compensation
 - 1. Percentage or Lump sum
 - 2. Compensation Guidelines
 - 3. Definition of Basic Services
 - 4. Contracts for Services
- 2. Construction Phase
 - a. State Construction Documents

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- 1. Competitive Qualifications
- b. Selection of Construction Manager/General Contractor
- c. Contract Administration
 - 1. Preconstruction Conference
 - 2. Review of Shop Drawings and Other Submittals
 - 3. Construction Contract Administration
 - 4. Processing Change Orders
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 - 6. Dispute Resolution
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 - 8. Monthly Progress Meetings
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 - 11. Building Acceptance and Occupancy Phase
 - a. Occupancy
 - b. Problems after occupancy
 - c. One Year Follow-up Inspection
 - d. Post occupancy evaluation
 - 12. Contract Closeout
 - a. Partial Occupancy
 - b. Request for Final Inspection
 - c. Final Inspection
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 - e. Final Payment

D. Construction Management/General Contractor - Competitive Qualifications

1. Design Phase

a. Selection Procedures for Design Professionals

April 2003

- 1. Legal requirements
- 2. Suggested format for proposals
- 3. Suggested format for advertising
- 4. Suggested format for evaluation
- b. Professional Compensation
 - 1. Percentage or Lump sum
 - 2. Compensation Guidelines
 - 3. Definition of Basic Services
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- 2. Construction Phase
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 - 1. Competitive Qualifications
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- 9. Attendees
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- 11. Building Acceptance and Occupancy Phase
 - a. Occupancy
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 - c. One Year Follow-up Inspection
 - d. Post occupancy evaluation
- 12. Contract Closeout
 - a. Partial Occupancy
 - b. Request for Final Inspection
 - c. Final Inspection
 - d. Close Out Documents
 - e. Final Payment

E. Design/Build - Competitive Cost

- 1. Design Phase
 - a. Selection Procedures for Design Builder
 - 1. Legal requirements
 - 2. Suggested format for proposals
 - 3. Suggested format for advertising
 - 4. Suggested format for evaluation
 - b. Professional Compensation
 - 1. Percentage or Lump sum
 - 2. Compensation Guidelines
 - 3. Definition of Basic Services
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- 2. Construction Phase
 - a. State Construction Documents
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 - 1. Preconstruction Conference
 - 2. Review of Shop Drawings and Other Submittals
 - 3. Construction Contract Administration
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 - 5. Processing Pay Requests
 - 6. Dispute Resolution
 - 7. Contract termination
 - 8. Monthly Progress Meetings
 - 9. Attendees
 - 10. Specimen Agenda
 - 11. Building Acceptance and Occupancy Phase
 - a. Occupancy
 - b. Problems after occupancy
 - c. One Year Follow-up Inspection
 - d. Post occupancy evaluation
 - 12. Contract Closeout

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- a. Partial Occupancy
- b. Request for Final Inspection
- c. Final Inspection
- d. Close Out Documents

a. Closs Cat Booamonto

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e. Final Payment

F. Design/Build - Competitive Qualifications

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 - 1. Percentage or Lump sum
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